

## **ADMINISTRATIVE ASSISTANT - HIGHWAY/CEMETERY**

The Town of Dalton has a full-time opening for an Administrative Assistant to the Highway/Cemetery Department. This position is 36 hours per week, with a starting salary of \$18.77 per hour, rising to \$19.82 after one year.

### **PRIMARY PURPOSE**

The Administrative Assistant performs office administrative, record keeping and cemetery support work; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Answer the telephone, maintain bookkeeping records, maintain burial records; assist with the coordination of burials by ensuring that deceased may be buried in the town cemetery; coordinate the date and time of burials with funeral directors and the Superintendent; gather required information for the Town Clerk to allow for the issuance of a burial permit; provide work order to the Superintendent.

Ensure that proper permits and documentation are provided for the burial; maintain appropriate records of the burial; provide additional support services necessary to ensure coordination of burials.

Notify Cemetery Trustees of any complaints or unusual requests; prepare schedule of bills receivable, bill for services provided, and provide information to the Town Collector; provide assistance to the Superintendent by making telephone calls, faxing requests and forwarding complaints and questions concerning streets or sewers; type correspondence and specifications.

Track budgets and keep Superintendent informed of available monies; review invoices from vendors; prepare payrolls and prepare bills payable documentation; keep records of sewer permits, curb cuts, excavations permits and ensure that approval is provided by the Superintendent.

Perform other similar or related duties, as required or as situation dictates.

### **SUPERVISION**

Works under the general direction of the Superintendent of Highway/Cemetery following established rules and policies to complete assigned tasks according to a prescribed time schedule; some tasks are performed independently; specific instructions may be provided by the supervisor.

### **WORK ENVIRONMENT**

Work is performed in typical office conditions; employee divides time between cemetery and highway offices; the workload can vary as a result of seasonal factors, such as winter storms and burials. The employee operates standard office equipment.

The employee has some contact with the public, other town offices, funeral directors, monument dealers, and vault companies.

Errors could result in delay or loss of service.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma with basic bookkeeping training; two years of office experience; some financial experience relating to billing, accounts receivable and payable desirable; experience working with the public; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of standard office practices and procedures, record keeping and computer applications; general knowledge of accounting and bookkeeping.

Ability to communicate effectively both verbally and in writing; ability to work independently; ability to organize files and records; ability to interact tactfully and appropriately with the general public; ability to explain regulations and procedures pertaining to the cemetery.

Organization skills; skill in computer applications and office administration.

### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties in typical office conditions, with some exposure to loud equipment noises; the employee is frequently required to stand, walk, sit, speak and hear, use hands to operate equipment, and reach with hands and arms. Vision requirements include the ability to read and analyze documents and use a computer.

If interested, please submit your resume and a letter of interest, as well as an employment application. Mail, email or drop off to Alyssa Maschino, Office of the Town manager, Town Hall, 462 Main Street, Dalton, MA 01226 ([amaschino@dalton-ma.gov](mailto:amaschino@dalton-ma.gov)). Job opens December 20. Position is open until filled.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.